

**OFFICE OF CRIMINAL JUSTICE PLANNING
DRUG-ENDANGERED CHILDREN (DEC) PROGRAM
RESPONSE TEAM DEVELOPMENT (RTD) COMPONENT**

Proposal Checklist and Required Sequence

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to OCJP. Failure to include any of the following elements may result in disqualification of the proposal.

- () GRANT AWARD FACE SHEET (*Standard Instructions*)

- () PREFERENCE POINTS CERTIFICATION FORM, signed by the designated Enterprise Zone Contact (*Standard Instructions*)

- () PROJECT NARRATIVE (*Programmatic Instructions*)
 - Problem Statement
 - Plan
 - Implementation

- () PROJECT BUDGET (*Standard Instructions and Programmatic Instructions*)
 - Budget Narrative
 - Budget Forms - OCJP A303a, A303b, A303c

- () PROPOSAL APPENDIX (*Standard Instructions and Programmatic Instructions*)
 - Operational Agreements
 - Organizational Chart

**DRUG-ENDANGERED CHILDREN (DEC) PROGRAM
RESPONSE TEAM DEVELOPMENT (RTD) COMPONENT**

PROGRAMMATIC INSTRUCTIONS

A. SUBMISSION OF PROPOSALS

THE FINAL DEADLINE FOR RECEIPT OF PROPOSALS AT OCJP IS:

DATE: TUESDAY, SEPTEMBER 23, 1997

TIME: NO LATER THAN 5:00 P.M.

B. CONTACT

These Programmatic Instructions are to be used in conjunction with the General Instructions Section of this Program Plan for Competitive Requests for Proposals (RFP). If you have not received all of these sections, call the Office of Criminal Justice Planning (OCJP) at (916) 324-9100.

If there are any questions regarding this RFP, please contact Sandi Gaarder, Program Specialist, Violence Against Children (VAC) and Domestic Violence (DV) Branch, at (916) 323-7449.

C. ELIGIBILITY CRITERIA

The purpose of this RFP is to solicit proposals from eligible applicants for the Drug-Endangered Children Program.

To be eligible to receive funding for the DEC Program, Response Team Development Component, applicants must be a county district attorney's office.

D. PROGRAM FUNDING

1. Funding Cycle And Duration

OCJP expects to fund four DEC Program, Response Team Development, grants at \$225,000 per year for three years. The first 12 month grant period of the three-year grant cycle will commence on November 1, 1997 and end on October 31, 1998. A new grant application is required for each grant period. Funding for the second and third year is contingent upon satisfactory performance and the availability of funds. Agencies should anticipate funding to expire at the end of the third year.

2. Funding Source

Funding for the DEC Program is made available under the federal Edward J. Byrne Memorial State and Local Law Enforcement Assistance Program authorized by the Omnibus Crime Control and Safe Streets Act, Public Law 90-351, as amended. The Edward J. Byrne Formula Grant was established to respond aggressively and effectively to violent crime, and to reduce drug trafficking and abuse. The funding, initially established by Congress and the Executive Branch, is prioritized through Executive Orders from the President and through policy directives from the U.S. Attorney General.

3. Match Requirement

No match is required for local projects administered by OCJP and funded by the Edward J. Byrne Formula Grant Program.

E. PROGRAM INFORMATION

1. Historical Background

The federal Edward J. Byrne Memorial State and Local Law Enforcement Assistance Program authorized by the Omnibus Crime Control and Safe Streets Act, Public Law 90-351, as amended was expanded with the enactment of the Violent Crime Control and Law Enforcement Act of 1994 (Crime Act) which established additional priorities that identified promising prevention, intervention, and enforcement initiatives critical to the success in reducing drug and violent crime. These initiatives have been developed into 26 federally authorized program purpose areas.

Consistent with the intent of the Edward J. Byrne Formula Grant Program, the DEC Program offers an innovative approach to enhance local government service delivery systems to intervene on behalf of children exposed to toxic chemicals used in the production of methamphetamine.

2. Need for the Program

Since the early 1990s, methamphetamine production and abuse has significantly increased statewide, and with it, the toxic side-effects to chemically-exposed children. Many of California's children are being abused, neglected, and placed at great risk of harm or death as a result of their presence in homes or dwellings involved in the methamphetamine production and distribution. Not only are these children being physically, mentally, and emotionally damaged because of their home environment, but a high percentage of them are also being identified as having chemical toxins associated with methamphetamine production in their system.

The lack of consistent statewide protocols regarding intervention on behalf of children living in methamphetamine production environments has exacerbated the endangerment of children from abuse, neglect, and chemical toxin exposure. The law enforcement and social service response to children discovered in clandestine drug labs varies greatly from county to county. In many cases, the response is inadequate - services are fragmented and untrained staff fail to recognize the endangerment to the child. Children are left in or returned to dangerous environments, their exposure to toxins undiagnosed and untreated. As a result, many children develop chronic health problems that have a long term impact on their physical and mental abilities to lead productive lives in society.

3. Program Development

The DEC Program was conceived by OCJP in response to local concerns regarding the epidemic of methamphetamine abuse and production in California and its toxic effect on children. The VAC Branch, once appraised of the need for the state to take a leadership role in developing statewide protocols for local jurisdictions on behalf of drug exposed children, initiated the DEC program

development.

4. Program Description

The DEC Program will be implemented under four components:

- Response Team Development (implemented through this RFP);
- Response Training Center (implemented through a separate RFP);
- Medical Training, Technical Assistance and Assessment; and
- DEC Program Evaluation.

Response Team Development Component

The purpose of this component (implemented through this RFP) is to establish local multidisciplinary teams to work as an integral part of the Byrne narcotics task force. These teams will consist of criminal justice and social service personnel, for the specific intent of addressing the safety and well-being of these children by:

- recognizing the pathologies of children exposed to chemical toxins used in illicit drug manufacture;
- determining the physical and psycho-sociological outcomes that need to be attained;
- implementing a county multiagency protocol; and
- providing appropriate services.

Response Training Center Component

The purpose of this component (implemented through a separate RFP) is to provide statewide training and technical assistance to individuals or multidisciplinary task forces/response teams comprised of law enforcement, prosecution, and social service agencies on:

- the multifaceted issues of methamphetamine exposed children;
- establishing and implementing local multiagency protocols; and
- establishing and maintaining local multidisciplinary response teams.

Medical Training, Technical Assistance and Assessment Component

The purpose of this component is to ensure that children exposed to toxins associated with methamphetamine production will be assessed for toxic exposure by medical professionals and referred for appropriate treatment through:

- training and technical assistance to local multidisciplinary response teams;
- training and technical assistance to local medical personnel; and

- medical consultations to each funded DEC Program, Response Team Development Component project.

DEC Program Evaluation Study Component

The purpose of this component is to evaluate the DEC Program for:

- process; and
- long term outcome.

5. Scope of the Response Team Development Component Projects

The primary purposes of the DEC Program, Response Team Development Component projects are to:

- Identify the physical, psychological, and sociological damages presented to children in the county who are being exposed to methamphetamine.
- Develop a multidisciplinary team within the county consisting of law enforcement, social services, and the district attorney's office to identify what outcomes are needed for children experiencing these conditions.
- Establish a county protocol defining: 1) how multidisciplinary team member agencies will collaborate to access children and provide services to gain the identifiable outcomes (in goals and objectives) and 2) goals, responsibilities, and procedures to be followed when dealing with drug-exposed children.
- In coordination with evaluation study, assist the program evaluator in developing the methodology to collect, collate, and analyze statistical data in order to assess success or failure in meeting the children's safety and well being issues.

F. PROJECT NARRATIVE INSTRUCTIONS

The project narrative is the main body of information which describes the project and the applicant's plan to address the need for law enforcement, prosecution, social services, and the medical providers to collaborate and develop local protocols that will address the needs of the drug-endangered children.

The applicant is asked to describe: the implementing agency; project design; project goals, objectives and activities; and the project budget. In order for each response under each of the application components to receive the maximum possible number of points, the applicant must provide a detailed answer to **each** question. When answering a question, **do not refer the reader to some other section of the project narrative**, simply answer the question to the best of your ability even if you feel that the question has already been answered somewhere else within the body of the project narrative.

Do not exceed the limitation on the number of pages for each component. Pages that exceed the page limit will not be read or rated. Type on only one side of each page.

Applicants must develop responses to the application components as shown below:

1. Problem Statement (Limit three single-spaced pages)

Provide a description of the specific issues to be addressed by the project. Provide a description of the prevalence of methamphetamine in the service area and how it compares to other counties statewide. Provide a description of the number of children in the service area that have been reported as drug-exposed by law enforcement. Provide a description of the number of children placed into protective custody by social services when they have been reported as drug-exposed. Provide a description of the number of children who have been referred to the district attorneys' office as victims of child endangerment cases when a methamphetamine-related arrest is the primary charge. Describe how a project such as this would be of benefit to your county and why present resources are not sufficient?

2. Plan (Limit twelve single-spaced pages)

Applicants for the DEC Program, Response Team Development Component are required to develop a multidisciplinary program to address child endangerment from exposure to methamphetamine production.

a) Project Description (Limit three single-spaced pages)

Describe the goal(s) of the project and how the project objectives and activities will impact the problem. Describe how law enforcement, prosecution, and social services agencies will collaborate to develop and implement local protocols to provide a consistent response to children exposed to toxic chemicals. Describe how the project clearly defines the roles and responsibilities of each participating agency. Define the target population and service area. Describe how the project will interface with the existing multiagency narcotics task force.

Provide a timeline which describes the development and implementation schedule of the multidisciplinary response team at quarterly intervals throughout the entire 12-month grant period.

b) Project Goals, Objectives and Activities (Limit nine single-spaced pages)

Objectives and activities must specifically address the needs discussed in the problem statement, reflect the project description, and support the achievement of the project goals. Projects are required to address mandated objectives, but may identify additional objectives if they choose. Optional objectives must be directly related to the purposes of the project and be measurable.

Describe the source documentation for each objective that will be used to collect information, report data, and measure the extent to which each objective is achieved. Source documents should include such items as: contact sheets; telephone logs; sign-in sheets; intake reports; investigative notes; case files; and other related documents.

For the purpose of the program, justice personnel are defined as including: judges; law enforcement; district attorney offices; narcotic task force officers; federal justice officials; and probation/parole officials. Non-justice system agencies are all other agencies not directly associated with civil or criminal justice would include: social

service agencies; mental health providers; medical practitioners; and educators.

GOAL ONE: Improve the safety and health for children exposed to chemicals associated with methamphetamine production.

Objective #1: Identify the physical, psychological and sociological damages presented to children in the county who are being exposed to methamphetamine.

Objective #2: Provide appropriate services based upon medical, social, and/or legal assessment.

Objective #3: Evaluate and determine appropriate action after the assessment.

Objective #4: Provide an assessment on both the child victim and their family during the funding cycle.

GOAL TWO: Improve the community response to children exposed to the chemicals associated with methamphetamine production.

Objective #1: Assess and evaluate the current services available to drug-endangered children and develop, as needed, new procedures and services.

Objective #2: Identify the justice and nonjustice system agencies participating in the multidisciplinary response.

- Schedule quarterly meetings and provide minutes of issues discussed.

Objective #3: Develop, implement, or enhance a multidisciplinary team within the county consisting of justice and nonjustice systems agency personnel. The teams will identify what outcomes are needed for the children experiencing these conditions.

Objective #4: Establish a written county protocol defining:

- Responsibilities and procedures to be followed when dealing with drug-exposed children including: how child protective services will respond to requests from law enforcement; and how social services will coordinate with a medical organization to ensure medical assessment of children.
- Ensuring that child abuse enhancements are reviewed and added to the methamphetamine-related case.
- Maintain records on the number of children processed by the task force for use as baseline data for years two and three.

Objective #5: Assess the impact of service delivery as a result of the multidisciplinary protocols on an annual basis.

3. Implementation (Limit four single-spaced pages)

a) Organizational Description (Limit two single-spaced pages)

Describe the organization: including size; composition; structure; primary mission; philosophy; range of services; and the role of the project within the organization.

Describe the organization's current and historical participation in participating in multidisciplinary efforts, provision of services to endangered children, and knowledge of, or experience in, suppressing methamphetamine production.

Describe the positions, duties, responsibilities, and qualifications of staff assigned to the project. Include duty statements for each funded position in the proposal appendix. Include an organizational chart in the proposed appendix that shows the location of the proposed project in the organization.

b) Coordination with Other Agencies (Limit two single-spaced pages)

List and describe those agencies with whom coordination is proposed to be developed by the applicant. Identify the projected date for obtaining a signed agreement with each listed agency. Provide signed and dated Operational Agreements (OA) or Memorandums of Understanding (MOU) for each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for fiscal year (FY) 1997/98.

c) Evaluation

The project will work with program evaluator to develop and implement collection data instruments that will measure the outcome and impact of the project.

G. SPECIFIC BUDGET INSTRUCTIONS

In the budget, identify all positions to be funded. Include brief duty statements and qualifications for each position presented in the budget. The budget should support the costs required to achieve the program objectives and activities. Avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities.

Applicants are to include in their budget a part-time position whose primary responsibility will be to work with the program evaluator. Applicants are required to budget \$15,000 for travel and training needs for the line staff having direct impact on implementing this grant. It is anticipated that there will be a minimum of two trainings during the grant year.

Budget Detail and Justifications

Support the budget request with line-item detail and briefly explain each item, for example:

- explain roles and responsibilities of program staff; and
- justify the need for subcontracts, sole source resources, etc.

Use the provided budget pages to supply the above information.

H. APPENDIX INSTRUCTIONS

Place the following items in the appendix:

1. Duty statements for each funded position;

2. Qualifications for each funded position;
3. OA/MOU's with the original signatures of the applicant agency and operating agencies involved in the implementation of the project; and
4. Organizational chart which clearly shows the chain of command and the relationship between the governing board and project staff.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____ (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The _____ (applicant agency) project will closely coordinate the following services with the _____ (agency) through:
 - Project staff being readily available to _____ (agency) for service provision through _____ (describe arrangements with the agency);
 - Regularly scheduled meetings _____ (how often) between _____ (persons/positions) to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of _____ (applicant agency) and _____ (agency), do hereby approve this document.

For _____ For _____

Date _____ Date _____

**OFFICE OF CRIMINAL JUSTICE PLANNING
DRUG-ENDANGERED CHILDREN (DEC) PROGRAM
RESPONSE TEAM DEVELOPMENT (RTD) COMPONENT**

RATING FORM: 1997/98

| | | | | |
|------------------------------|--|--|------------|--------------|
| | | | Control #: | |
| | | | Rater #: | |
| APPLICANT: | | | | |
| FUNDS REQUESTED: | | | | |
| PREFERENCE POINTS | | | 2% | 5% |
| CATEGORY | | | | TOTAL |
| 1. PROBLEM STATEMENT | | | | 100 |
| 2. PLAN | | | | 210 |
| 3. IMPLEMENTATION | | | | 90 |
| 4. BUDGET | | | | 80 |
| TOTAL POSSIBLE POINTS | | | | 480 |

Each of the above categories contain questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. Each question is evaluated on the following criteria:

- I.** Does not respond to the question or was left blank.
- II.** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal.
- III.** Responsive to the question. Provides an average understanding of the applicant's response to the RFP. Response adequately supports the proposal.
- IV.** Above average response which gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal.
- V.** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

| Category and Point Criteria | I | II | III | IV | V |
|---|----------|-----------|------------|-----------|----------|
| 1. PROBLEM STATEMENT (Maximum 100 Points) | | | | | |
| a. Does the problem statement describe the specific issues to be addressed by the project? | 0 | 6 | 10 | 15 | 20 |
| b. Does the problem statement describe the prevalence of methamphetamine in the service area and how it compare to other counties statewide? | 0 | 6 | 10 | 15 | 20 |
| c. Does the problem statement describe the number of children in the service area that have been reported as drug-exposed by law enforcement? | 0 | 4 | 8 | 12 | 15 |
| d. Does the problem statement describe the number of children who have been placed into protective custody by social services when they have been reported as drug-exposed? | 0 | 4 | 8 | 12 | 15 |
| e. Does the problem statement describe the number of children who have been referred to the district attorney's office as victims of children endangerment when a methamphetamine-related arrest is the primary charge? | 0 | 4 | 8 | 12 | 15 |
| f. Does the problem statement discuss how this project would benefit the county and why current resources are not sufficient? | 0 | 4 | 8 | 12 | 15 |
| 2. PLAN (Maximum 210 Points) | | | | | |
| Project Description | | | | | |
| a. Does the applicant describe the goal(s) of the project and how the objectives and activities will impact the problem? | 0 | 4 | 8 | 12 | 15 |
| b. Does the applicant describe how law enforcement, prosecution, and social services agencies will collaborate to develop and implement local protocols? | 0 | 4 | 8 | 12 | 15 |
| c. Does the applicant clearly define the roles and responsibilities of each of its members? | 0 | 4 | 8 | 12 | 15 |
| Category and Point Criteria | I | II | III | IV | V |

Project Description - continued

| | | | | | |
|--|---|---|---|----|----|
| d. Does the applicant define the target population and service area? | 0 | 4 | 8 | 12 | 15 |
| e. Does the applicant describe how the project will interface with the existing multiagency narcotics task force? | 0 | 4 | 8 | 12 | 15 |
| f. Does the applicant provide a timeline which describes the implementation schedule at quarterly intervals throughout the entire 12-month period? | 0 | 4 | 8 | 12 | 15 |

Project Objectives and Activities

| | | | | | |
|---|---|---|---|----|----|
| a. Do the objectives and activities specifically address the needs discussed in the problem statement? | 0 | 4 | 8 | 12 | 15 |
| b. Do the objectives and activities reflect the project description and support the achievement of the program goals? | 0 | 4 | 8 | 12 | 15 |
| c. Are source documents referenced, and are they as described in the RFP? | 0 | 4 | 8 | 12 | 15 |
| d. Does the applicant describe the activities to achieve Goal One, Objective 1? | 0 | 4 | 8 | 12 | 15 |
| e. Does the applicant describe the activities to achieve Goal One, Objective 2? | 0 | 4 | 8 | 12 | 15 |
| f. Does the applicant describe the activities to achieve Goal One, Objective 3? | 0 | 4 | 8 | 12 | 15 |
| g. Does the applicant describe the activities to achieve Goal One, Objective 4? | 0 | 4 | 8 | 12 | 15 |
| h. Does the applicant describe the activities to achieve Goal 2, Objective 5? | 0 | 4 | 8 | 12 | 15 |

| | | | | | |
|------------------------------------|----------|-----------|------------|-----------|----------|
| Category and Point Criteria | I | II | III | IV | V |
|------------------------------------|----------|-----------|------------|-----------|----------|

3. IMPLEMENTATION (Maximum 90 Points)

Organizational Description

| | | | | | |
|--|---|---|---|----|----|
| a. Does the applicant describe their organization size, composition, structure, primary mission, philosophy, range of services, and the role of the project within the organization? | 0 | 4 | 8 | 12 | 15 |
| b. Does the applicant describe the organization's current and historical participation in multidisciplinary efforts, provision of services to | 0 | 4 | 8 | 12 | 15 |

endangered children, and knowledge of, or experience, in suppressing methamphetamine production?

- | | | | | | | |
|----|---|---|---|---|----|----|
| c. | Does the applicant describe the positions, duties, responsibilities, and qualifications of staff assigned to the project? | 0 | 4 | 8 | 12 | 15 |
| d. | Does the appendix include an organizational chart showing the location of this project within the organization? | 0 | 4 | 8 | 12 | 15 |

Coordination with Other Agencies

- | | | | | | | |
|----|---|---|---|---|---|----|
| a. | Does the applicant list and describe those agencies with whom coordination will be developed by the applicant? | 0 | 3 | 5 | 8 | 10 |
| b. | Does the applicant provide signed and dated Operational Agreement (OA) or Memorandum Of Understanding (MOU) for each participating agency? | 0 | 3 | 5 | 8 | 10 |
| c. | Do the OAs/MOUs identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 1997/98? | 0 | 3 | 5 | 8 | 10 |

| | | | | | |
|------------------------------------|----------|-----------|------------|-----------|----------|
| Category and Point Criteria | I | II | III | IV | V |
|------------------------------------|----------|-----------|------------|-----------|----------|

4. BUDGET (Maximum 80 Points)

- | | | | | | | |
|----|---|---|---|----|----|----|
| a. | Does the budget support the proposal objectives and activities? | 0 | 6 | 10 | 15 | 20 |
| b. | Does the duties, required qualifications, and time commitments of project funded staff support the proposed objectives and activities? | 0 | 6 | 10 | 15 | 20 |
| c. | How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities? | 0 | 6 | 10 | 15 | 20 |
| d. | Does the budget include a part-time position whose primary responsibility is the collection, collation, and analytical evaluation of the required data? | 0 | 6 | 10 | 15 | 20 |